



PURCHASE ORDER

Procurement Unit

Tel. No.: 045-606-8142/ 606-8157

DELIVERY DUE DATE: 05 SEP 2024

Supplier : **A.C. MENDOZA PRINTING COMPANY INC.**
 Address : San Sebastian Village Phase 3, Tarlac City
 Type of Business : Manufacturing
 TIN#: 007-290-469-000 VAT REG.
 Tel. No. : 045 - 9821814

PR No.: 2024-06-247
 PO No.: 2024-489
 Date: 7/31/2024
 Mode of Procurement: Small Value

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery: **TARLAC STATE UNIVERSITY** Delivery Term: 30 calendar days
 Date of Delivery: Payment Term: N/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
2	ream	PAPER , Coated (C2S) #55, 80gsm, 25'x38" ream = cut to 12.5x38	10	2,500.00	25,000.00
3	ream	PAPER , Coated (C2S) #55, 80gsm, 9.5" x 11.5"	5	2,200.00	11,000.00
4	ream	PAPER , Coated (C2S) #70, 100gsm, 25'x38" ream = cut to 12.5x38	5	2,500.00	12,500.00
***** Purpose: APP 2024 - 2nd Quarter (for office use)					<u>48,500.00</u>

(Total Amount in Words) Forty-Eight Thousand Five Hundred Pesos Only

Warranty shall be for a period minimum of Three (3) months for expendable supplies, or a minimum period of one (1) Year for non-expendable supplies. In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed

Very truly yours,

DR. ARNOLD E. VELASCO
 President

Authorized Official



Conforme:

8/6/24

A.C. MENDOZA PRINTING COMPANY INC.

(Signature over printed name & date)

Bank Account Name: _____
 Bank Account Number: _____
 Bank Name: _____
 Bank Address: _____

Funds Available:

JASPER A. YAUDER, CPA
 Budget Officer

ALOBS No. : 12-207512-2024-08-0085
 Amount : ₱48,510-